

## COUNTY Worksheet for Tracking Expenses for the 2016 Presidential Primary

Counties must **submit their reimbursement request electronically through the Elections eLearning Center by June 6, 2016**. Use this worksheet as a tool to help gather and track your expenses before typing into the online form. Mailed or faxed versions of this form will **NOT** be accepted.

All claimed expenses must be attributable to the March 8, 2016 Presidential Primary Direct additional costs attributable to any local elections can **not** be claimed, eg third ballot with local proposals only with **no** presidential primary race.

Use the form below to detail all of your expenses and calculate your totals before completing the online form. See the **Reimbursement Guidelines** at the end of this document for additional information.

### SECTION I.

**BALLOTS:** Itemize below including number of ballots and related expenses like folding. Enter subtotal for each expense and section total.

List expenses	Quantities	Expenses
	<b>Ballot Total \$</b>	

### SECTION II.

**SUPPLIES:** Itemize name, quantity and price for all supplies used in conducting election and paid for by the county. The cost of reusable supplies is **NOT** reimbursable (examples: ballot containers, ballot bags, etc.). Enter subtotal for each expense and section total.

List expenses	Expense Subtotals \$
	<b>Supplies Total \$</b>

**SECTION III.**

**TEMPORARY EMPLOYEES (PRE/POST ELECTION):** Itemize position/function, hours worked, rate, length of employment etc. including pre-election setup and post- election dissembly. Enter subtotal for each expense and section total.

List expenses	Expense Subtotals \$
<b>Temporary Employees Total \$</b>	

**SECTION IV.**

**REGULAR EMPLOYEES/ OFFICIALS ELECTION OVERTIME OR EXTRA COMPENSATION:** Itemize position/function, hours worked, rate etc. Clerks regular hours worked on Election Day and the Saturday before are NOT reimbursable. Enter subtotal for each expense and section total.

List expenses	Expense Subtotals \$
<b>Overtime for Regular Employees Total \$</b>	

**SECTION V.**

**BOARD OF COUNTY CANVASSERS:** Itemize number of meetings, costs, etc. Enter subtotal for each expense and section total.

	Quantity	Expense Subtotals \$
	<b>Total \$</b>	

